

City Of Lowell
Job Posting
Please Post: August 23, 2016
Deadline: September 6, 2016
Division of Planning and Development
Economic Development Assistant

Job Title: Economic Development Assistant (2700-46, 2314)
Department: Division of Planning and Development
Reports To: Senior Economic Development Officer
Salary: \$51,285.00 (min) to \$55,176.16 (max) annually.
Union: AFSCME Council 93, Local 2532

SUMMARY Assist the Economic Development staff in the development and implementation of strategies that promote the sustained economic growth of Lowell. Works with staff to assess the needs of the local business and commercial real estate community. Explains City services and requirements and provides direct technical assistance to businesses. Collects, analyzes and summarizes relevant economic data sets, including Census and other data. Works with other professionals in economic development activities, including planning events and program development. Implements the City's marketing efforts to businesses seeking to locate to the City.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Represents the City at meetings with other local and regional economic development organizations working on joint activities, including but not limited to site development, local and regional marketing. Coordinates City's marketing efforts with other economic development organizations and within the DPD, to solicit existing and new businesses to expand and locate in the City. Assists with procurement and management of economic development consultants. Assists with business retention and recruitment activities.

Responds to requests from businesses for information on City processes, eligibility for programs, and availability for services. Meets with businesses to assesses needs and discuss how the City can assist in their development or stability.

Assist the Director of Economic Development and the Economic Development Officer in planning activities including the preparation of reports relevant to economic development, including market planning, economic base analysis, benefit-cost analyses, feasibility studies, real estate market analysis and other research which suggests strategies for economic development programs.

Organizes public events, special events, tours, trade shows, etc., that will effectively carry out the economic development marketing and educational strategies for the City. This work includes

arranging sites, securing resources, developing information materials, etc. Attends local and non-local trade shows promoting the City of Lowell to prospective businesses.

Assists Director of Economic Development with review of loan applications, preparation of environmental review documentation, performance of written analyses, provision of technical assistance as necessary, management of files, and monitoring of loan clients' job creation and/or retention performance.

Assists Director of Economic Development with the review of CDBG applications, program start-up activities, environmental review procedures and subgrantee contractual compliance with the CDBG regulations and policies. Monitor local, state and federal funded planning activities and economic development programs.

Economic Development Assistant may be directed to assist the Director of Economic Development and the Economic Development Officer with other projects as directed by the Director of Economic Development.

Performs reporting and record keeping functions. Assures that records are complete and accurate.

SUPERVISORY RESPONSIBILITIES May supervise economic development consultants.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE Proven understanding of economic development strategies, planning and research, business lending and loan underwriting, marketing and technical assistance experience. Good oral and written skills.

Bachelor's degree or equivalent combination of education and experience. Bachelor's Degree must be in Business, Economics, Community Development, Planning or related area with some course work in statistics and /or quantitative analysis. One to three years of work experience is required, and must include experience with data collection and analysis, finance, management of publicly funded programs, especially at the local level and/or business development. Proficient in use of computer programs for word processing, data base management (preferably Microsoft Access), spread sheet (Microsoft Excel) and publications.

LANGUAGE SKILLS Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style.

MATHEMATICAL SKILLS Ability to apply advanced mathematical concepts such as discounted cash flows, net present value and yield calculations. Ability to apply common mathematical operations to such tasks as review of economic indicators, financial statement analysis, review of business operating budgets and comparative analyses of industries, real estate and business.

REASONING ABILITY Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ September 6, 2016

Applicants may also send application/resume with cover letter to fax 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer

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